

Approved For Release 2000/05/31 : CIA-RDP83B00823R000100070008-2

<u>Function</u>	<u>Position Responsibility</u>
Planning, directing, coordinating, reviewing, and administering the various functions of SR&CD and the efforts of Division personnel.	25X9
Development, management, utilization, and protection of Security records.	
Responsible for Automatic Data Processing operations within SR&CD and the development of procedures required to implement and maintain data processing systems.	
Direct the establishment and maintenance of all office procedures which effect the input and output from five (5) data processing systems (SANCA, SPECLE, SEADORS, CAPER and 1050 Tele-Communications).	
Procurement planning.	

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Process overt, **Approved For Release 2009/05/31 : CIA-RDP83B00823R000100070008-2**

Processing Section
security cases including preparation of new Security files, SANCA and CAPER records, bio data sheets, and scheduling of Source K, IPS, and DODCI checks.

25X9

Release of investigative information contained in Security files to 371 accredited agents and investigators of 43 other Federal Agencies who in the process of conducting National Agency Checks require such information.

Serve the needs of the entire Intelligence Community with a single compartmented clearance record and control facility for the positive control of 43 separate clearances listing personnel in both government and industry who have been authorized access to information controlled by nine (9) compartmented intelligence systems.

Process and control requests for Compartmented clearances involving Agency personnel, employees of non-USIB member agencies, and the executive offices of the White House including presidential panels and committees.

All CIB Personnel.

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Review, research and the analysis of Security files and information attached to investigative requests to determine pertinency to specific case of interest.

25X9

Review of Security dossiers for retirement under Files Retirement Program and preparation of input to the SEADORS System.

Maintain custody, establish accountability, and service requests for Security dossiers, both overt and covert.

Purging extraneous papers from Security files.

Review of Security files for Microfiche Project.

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Responsible for the daily operations and activities of five (5) separate Sections of the Records Branch, (Files, Indices, Processing, Communications, and Computer Support Section).
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25X9

Selection of information and records to be placed in Vital Materials deposits of SR&CD at the Records Center.

Maintain central registry for receipt and delivery of all OS mail and correspondence.

Maintain the OS Master Index including indexing, cross-referencing, filing new index cards and purging.

Operate computer peripheral equipment including remote devices providing access to OS automated systems.

Preparation of all adds, changes, and deletions for the SANCA and SPECLE Systems.

All CSS Personnel.

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Scheduling of production, control, and distribution of reports provided
output, and determining completeness of reports provided
OS by OCS.

Production Control
Specialist for Automation.

Implementation of the new CAPER-OS System.

Systems Admin. Officer,
Prod. Control Specialist
for Automation.
Assistance from clericals
in Processing and Computer
Support Sections.

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<u>Function</u>	<u>Position Responsibility</u>
Courier activities, both internal and external.	4 GS-05 - Couriers.
Preparation of summaries for use by other Security personnel during investigation and appraisal and in establishing clearability.	All CAB Professionals.
Review of PHS's, PRQ's, etc., to select names to be searched against SANCA.	All Indices Section Personnel.
Control and dissemination of cables and dispatches including review of all outgoing traffic for coordination and format.	1 GS-08 - Cable Analyst 1 GS-07 - Dispatch Analyst
Review of SANCA output to screen and eliminate non-identical "hits".	All Indices Section Personnel.
Handling of incoming and outgoing OS field office mail including maintenance of \$500.00 imprest stamp fund.	1 GS-09 - Info. Control Assistant with support from other clericals in Commo Section.

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Operation of IBM 1050 Tele-Communications Unit to transmit requests for DODCI check and receive DODCI requests for check of CIA records. No record results of CIA checks are also transmitted via the link.

All personnel of the Computer Support Section.

Filing of a variety of forms, reports, and memoranda in Security files.

All Files Section personnel.

Liaison with the Information Processing Services of DDP to conduct IPS checks for OS. Conducts preliminary review of positive IPS "hits".

DC/CAB (GS-11)
Clerical support from a GS-05 Clerk Typist.

Operation of a secure teletype link between Headquarters and OS field offices.

1 GS-05 Telegraph typewriter operator in the Commo Section.

Handles cables from field stations and other U.S. Intelligence organizations throughout the world including cable replies in response to compartmented clearance actions, certifying clearances and granting permission to indoctrinate.

C/CIB
1 GS-08 - Sec. Assistant
1 GS-06 - Sec. Assistant

Distribution of SPECLE computer print-outs within the Agency, to other government departments and participating industrial contractors.

1 GS-07 - Sec. Assistant in CIB.

Provide specialized surveys of records and files to obtain available security information on organizations and individuals not having a direct connection with pending clearance actions.

C/SR&CD
C/Records Branch
Prod. Control Specialist for Automation.

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Maintain a centralized data base covering leaks of
Intelligence information to public information media.

C/SR&CD
DC/CAB

Briefing and debriefing of Agency employees on
compartmented clearances.

C/CIB
DC/CIB

Training of personnel.

All first-line supervisors.

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<u>Function</u>	<u>Position Responsibility</u>
Accountability and control of Security cases pending in SR&CD.	1 GS-05 - Clerk Typist in the Commo Section.
Hand-searching of impersonal names in OS Master Index.	All Indices Section personnel and 3 GS-05 Records Clerks in Files Section.
Preparation of delinquent files list and searching for mis-files.	Files Section personnel.
Maintenance of pseudonym and cryptonym card records for OS.	Cable and dispatch analysts in the Commo Section.
Production of hard-copy SANCA and SPECLE search results on priority requests.	Computer Support Section and Compartmented Information Branch clerical personnel.
Numbering of correspondence to be placed in Security files.	Clerical personnel in Files, Indices and Computer Support Sections.

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Key-punching and verification of cards to support Computer Support Section
Badge and Credential file update. personnel.

Accreditation of other Agency representatives who visit
the Agency to obtain investigative information.

C/OANCS
1 GS-05 - Sec. Clerk

Distribution of CAPER runs.

1 GS-06 - Sec. Clerk in the
Processing Section.

Preparation of administrative memoranda, production
reports, and miscellaneous reports.

All first-line supervisors.

Inter-Agency liaison contact.

All first-line supervisors.

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<u>Function</u>	<u>Position Responsibility</u>
Xerox reproduction.	Handled by male Record Clerks assigned to the Files Section. No full-time operator.
Handling of priority requests for files and name checks by the Personal Services Unit.	3 GS-05 - Record Clerks assigned to the Files Section.
Servicing pneumatic tube station for OS.	Commo Section personnel.
Control of Top Secret and Restricted Data for OS.	1 GS-06 - Sec. Clerk in the Files Retirement Section.
Documentation of files made available by OANCS for review by accredited representatives of other agencies.	All OANCS personnel.
Preparation of badge requests for accredited agents.	1 GS-05 - Sec. Clerk in OANCS.
Verification of TWX billings.	Telegraph Typewriter Operator, - GS-05.

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Records processing of Security disapproval cases. Sec. Clerk
in the Indices Section.

Distribution of OS Notices, Agency Regulations,
Employee Notices, Employee Bulletins, etc.

Chief, Commo Section GS-09.

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Function

Position Responsibility

Name grouping -- a project designed to provide OS with an automatic surname-varient system to be used by the SANCA system.

Indices and Computer Support Section personnel.

Color-coding of Security file jackets to reduce mis-files.

Part-time activity for clericals when case-load is low.

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